

St John's Regional College is a Catholic Co-Education College, with a proud Lasallian and Presentation Heritage and is governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

St Johns Regional College is committed to Child Safety and Wellbeing. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and adhere to the Child Safety Code of Conduct.

The staff of St John's Regional College are our most valuable resource. Each and every feature of our curriculum depends on the excellence of the teaching staff and the efficient daily operations of the College relies on the efforts of all staff.

## KEY RESPONSIBILITY AREAS AND DUTIES

### POSITION OBJECTIVES

As an Instrumental Music Tutor (Violin/Vocals), you will be responsible for providing tuition to both individual and small groups of students to develop their skills on the violin and vocals. An instrumental Music Tutor at St. John's Regional College is someone who ensure lessons are fun, engaging, and challenging to students through the study, practice, and performance of music.

### KEY RESPONSIBILITIES

- Provide tuition to individual and shared lessons of students to develop their skills on the Violin and/or Vocals (thirty minute lessons).
- Design and implement a comprehensive and appropriately sequenced learning program for students, reflecting current pedagogical practice and individual playing standard.
- Prepare students for solo performances and examinations as required.
- Assist at concerts, recitals and performances. This will likely include the organisation of a lunchtime or evening concert (individually or in collaboration with other Instrumental Music Tutors).
- Monitor each student's progress and provide regular direction and feedback against specific criteria.
- Maintain accurate and complete records of each student's progress and development.
- Be proficient in the use of ICT e.g. SEQTA
- Prepare written Student Progress Reports at the end of Semester 1 and 2 as required.
- Maintain regular contact with parents regarding the progress of your instrumental students (via SEQTA and phone calls).
- Notify parents if their child misses a lesson and you have not been notified of the absence either by the parents or the student (via SEQTA and phone).
- Actively pursue the development and improvement of your instrumental area by accessing and implementing up to date teaching methods and curriculum tools e.g. Kodaly)

## OCCUPATIONAL HEALTH AND SAFETY

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;

- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies via the College website and Complispace.

## CHILD SAFETY

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

## QUALIFICATIONS, SKILLS AND EXPERIENCE

### ESSENTIAL

- Experience in providing instrumental tuition on instrument.
- Suitable level of experience as well as performance skills on instrument.

### DESIRABLE

- Developing instrumental curriculum.
- Experience in recruiting, retaining students to grow the Instrumental Program.
- Tertiary Qualifications in Music
- Teaching Qualifications and training that meet the requirements of registration with the Victorian Institute of Teaching.
- Although not required, it is desirable if the applicant has at least a Level One Kodaly (Secondary) certificate.

## PERSONAL QUALITIES

You will be able to demonstrate

- High level of skill on the violin and/or vocals.
- Ability to teach secondary school aged students (individually and in groups).
- A commitment to maximising student learning as demonstrated through the delivery of high-quality instrumental music tuition.
- Ability to teach using high-impact teaching strategies.
- Capacity to grow and develop the Instrumental Program through enthusiasm and commitment.
- Capacity to develop sustained and trusting relationships with staff, students, and parents/guardians

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.